

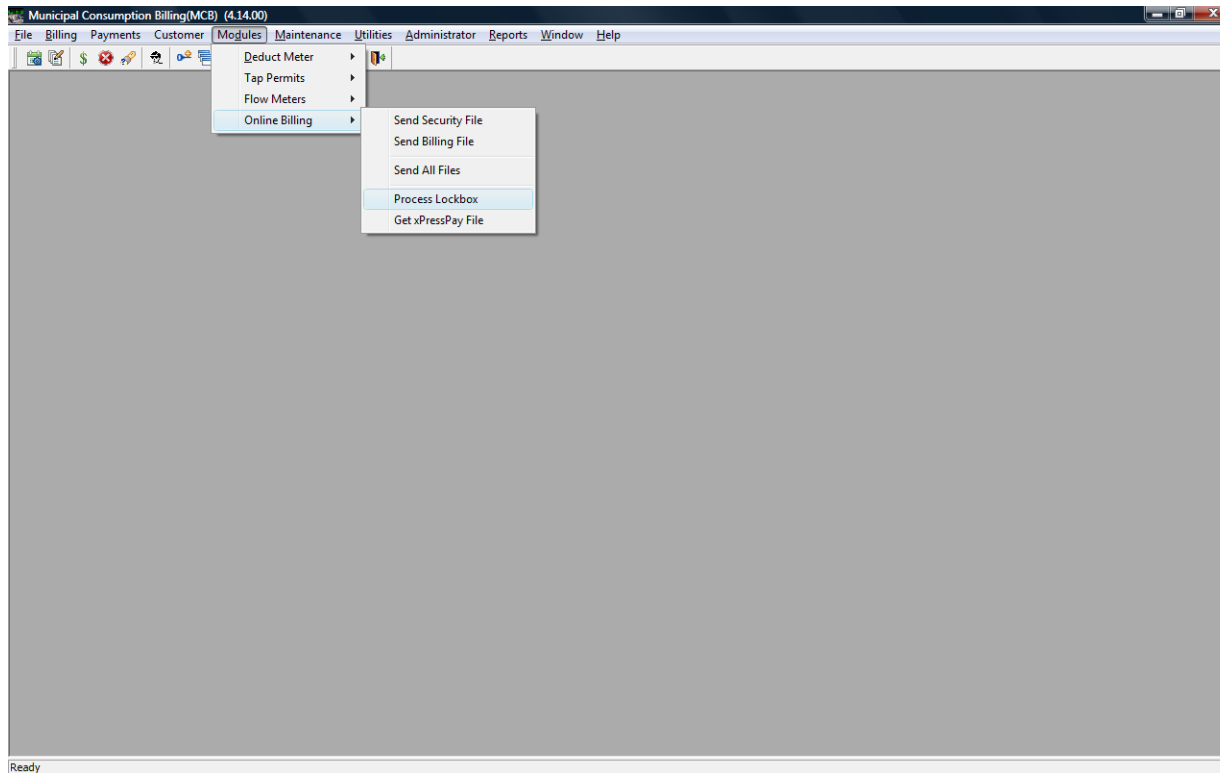
Version 4.14.00:

What's New:

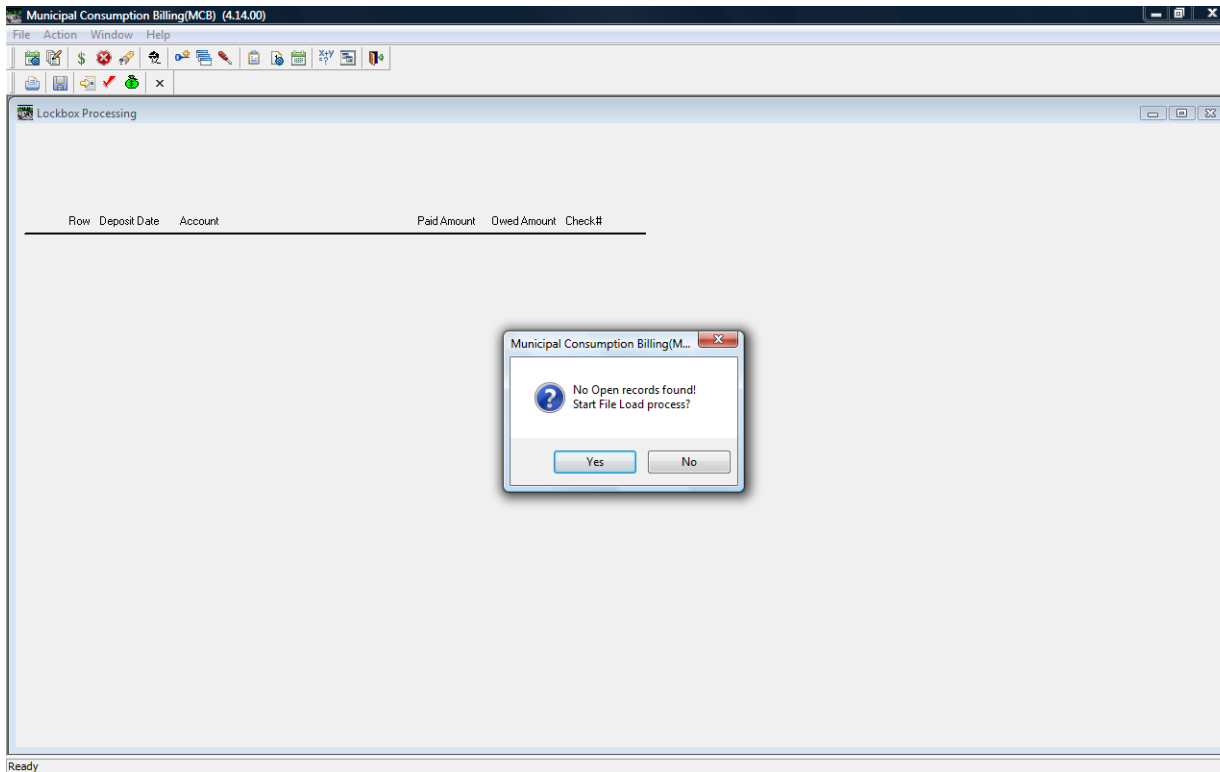
- Created automated lockbox file import functionality. *(see below)*.
- Created multiple FTP account service.

Created Automated lockbox file import functionality:

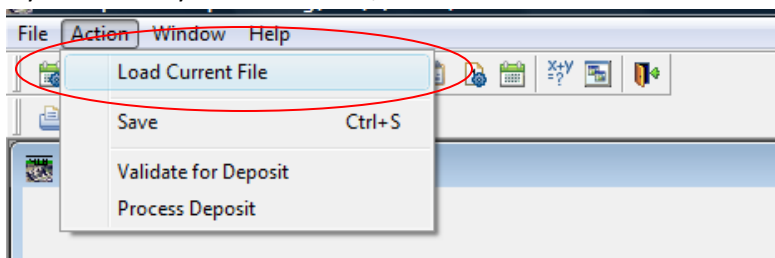
1. Go to the Modules → Online Billing → Process Lockbox menu item:



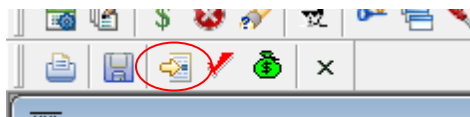
2. When the lockbox processing window opens, it will check to see if there is a current lockbox process in progress. If a current process is in progress it will simply open that process to continue working the file. If the no open process exists, MCB will ask if you are ready to load in a new file as follows:



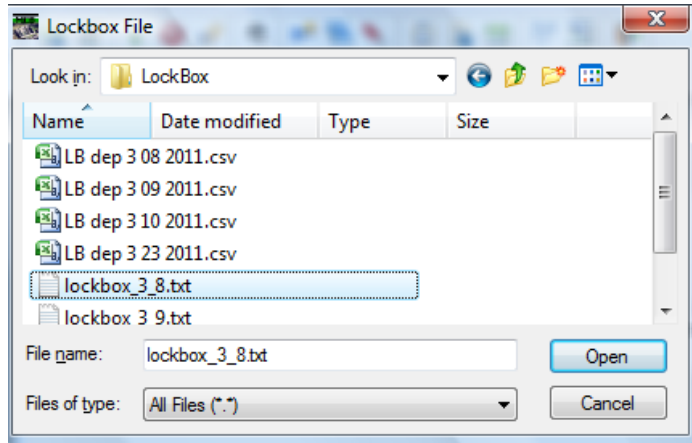
3. If you are ready to load in a file, click “Yes”. Otherwise the toolbar item or text menu item can be used to start the load process:



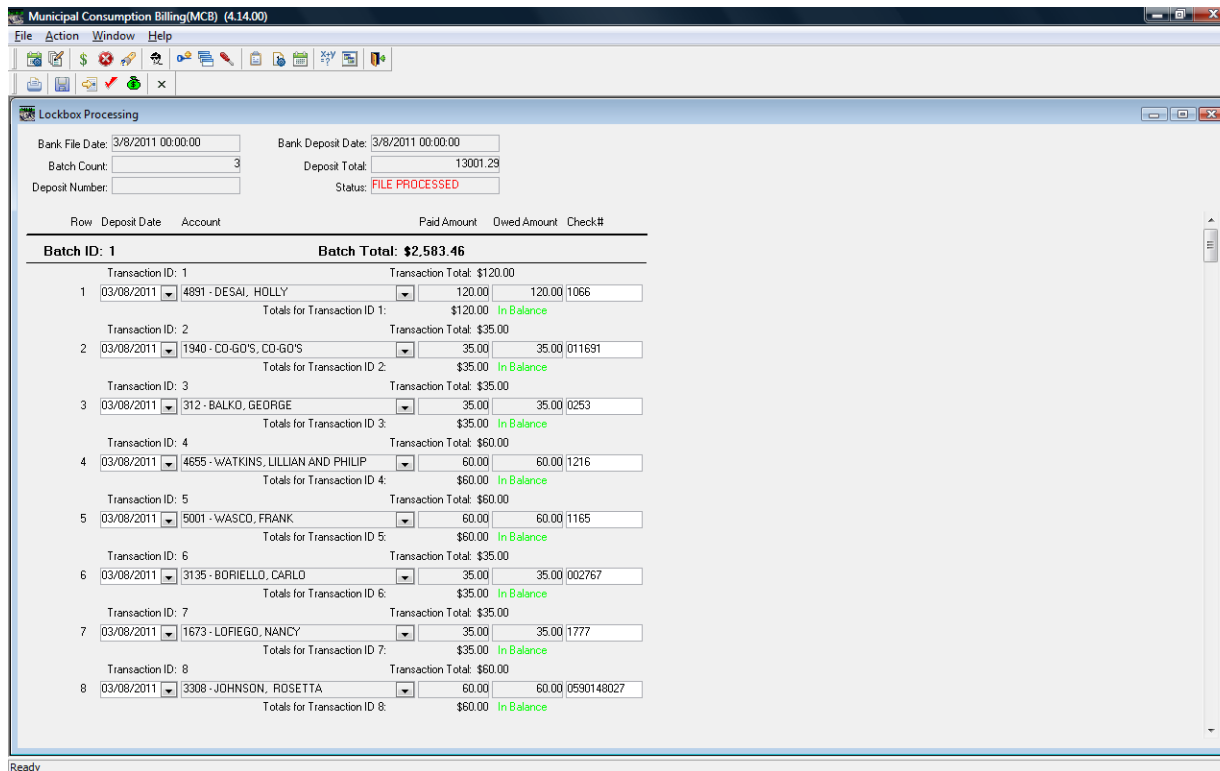
OR



4. The first thing the load process will need is the file from the Financial Institution. A dialog box will be opened to choose the location of the file:



5. Once the file is selected, the process will load the file into an open workspace. A message will be displayed that the process loaded successfully and then display the records from the file as follows:



6. The header on the window shows the dates from the file and the total deposit amount that will be collected from this date's collection. It also shows a status to where you are in the process, which consists of; File Processed, Data Validated, and Closed.
7. The lockbox records will be processed as follows:
 - Batch 1- 199 will be locked down from changes as far as the account number and the amount. Since these batches are scanned, no changes will be made to the record except date and check number.
 - Batch 200- 399 will be open to change any parts of the record as well as adding and deleting records.
8. There is a three(3) part validation on the amounts of the lockbox records; the batch level, transaction level, and overall file level. All of these sections must be in balance for the deposit to be created. The window is in the same three level format:
 - Batch, which displays the batch number as well as the amount paid within that batch:

Row	Deposit Date	Account	Paid Amount	Owed Amount	Check#
Batch ID: 1		Batch Total: \$2,583.46			

- Transaction, which displays the transaction number as well as the amount paid within that transaction:

Batch ID: 1		Batch Total: \$2,583.46			
Transaction ID: 1		Transaction Total: \$120.00			
1	03/08/2011	4891 - DEFS&I HOLLY	120.00	120.00	1066

- Overall File, which displays the amount of the deposit for the date's transactions/batches. This information is displayed in the window header:

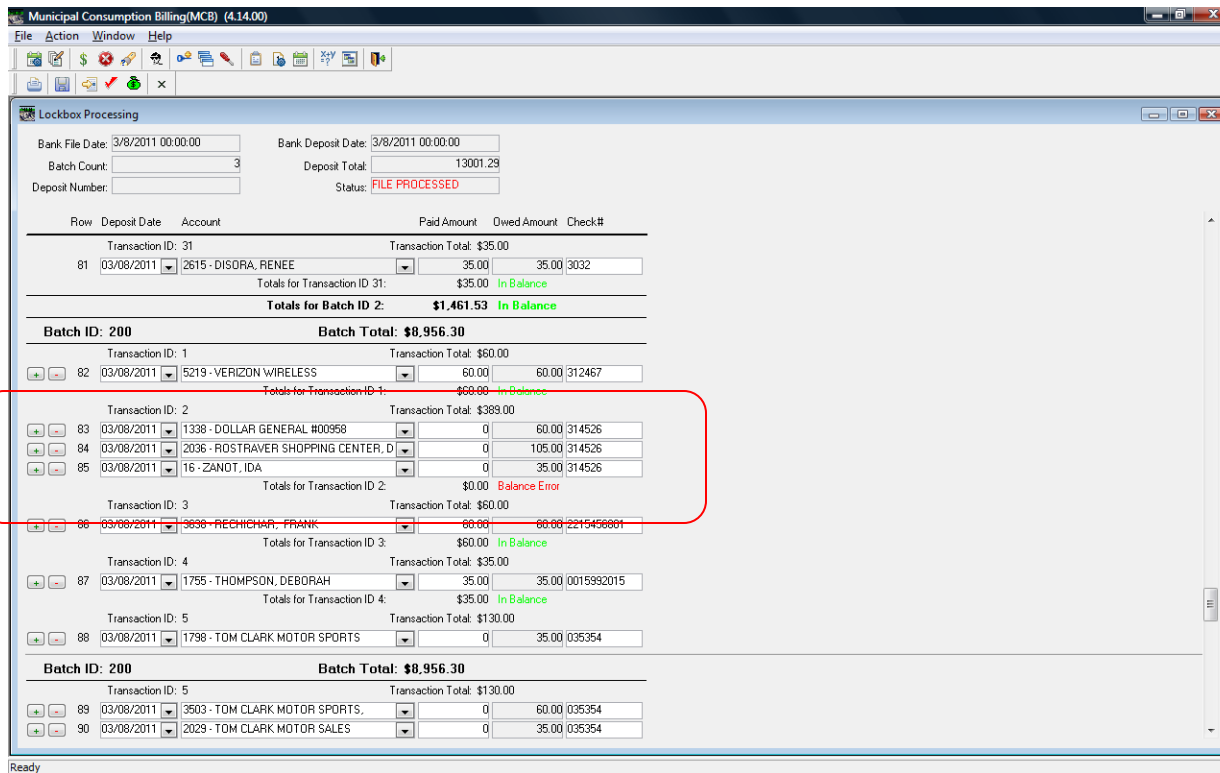
Batch Count:	3	Deposit Total:	13001.29
Deposit Number:		Status:	FILE PROCESSED

- At the bottom of the window, the information is tallied and displayed whether or not the lockbox file can be sent to deposit within MCB:

Totals for Batch ID 200:		\$202.00	Balance Error
GRAND TOTAL:		\$4,327.29	Fix Errors

Until this message turns **GREEN and Displays "Ready for Deposit"**, the information is not ready for deposit.

- The easiest way to work the file is top down. Begin scrolling down the page until you see red errors stating **"Balance Error"**. **NOTE, there should never be balance errors in batches 1 – 199. If there are errors in these records it is most likely a bad file and will need to be reprocessed.
- Scrolling down the records in our sample file, the first balance error is as follows:



- The above transaction is made of three payments. No amount is given on the file for these detail records, but we have the amount that all three payments should equal in our transaction total. In this case all payments should equal \$389.00. MCB has provided the amount that each customer owes as a reference. This may or may not equal the customer's payment. This information will need to be researched on the financial institution's lockbox site.
- Once the amounts are researched, enter them into the Paid Amount column for that account. If the paid amount equals the owed amount, just double-click in the paid amount column to automatically enter that owed amount. Once all the payments within that transaction are entered, MCB will check against the file to balance the payments. If the transaction is in balance, the "balance error" message will change to an "In Balance" message as shown below:

Municipal Consumption Billing(MCB) (4.14.00)

File Action Window Help

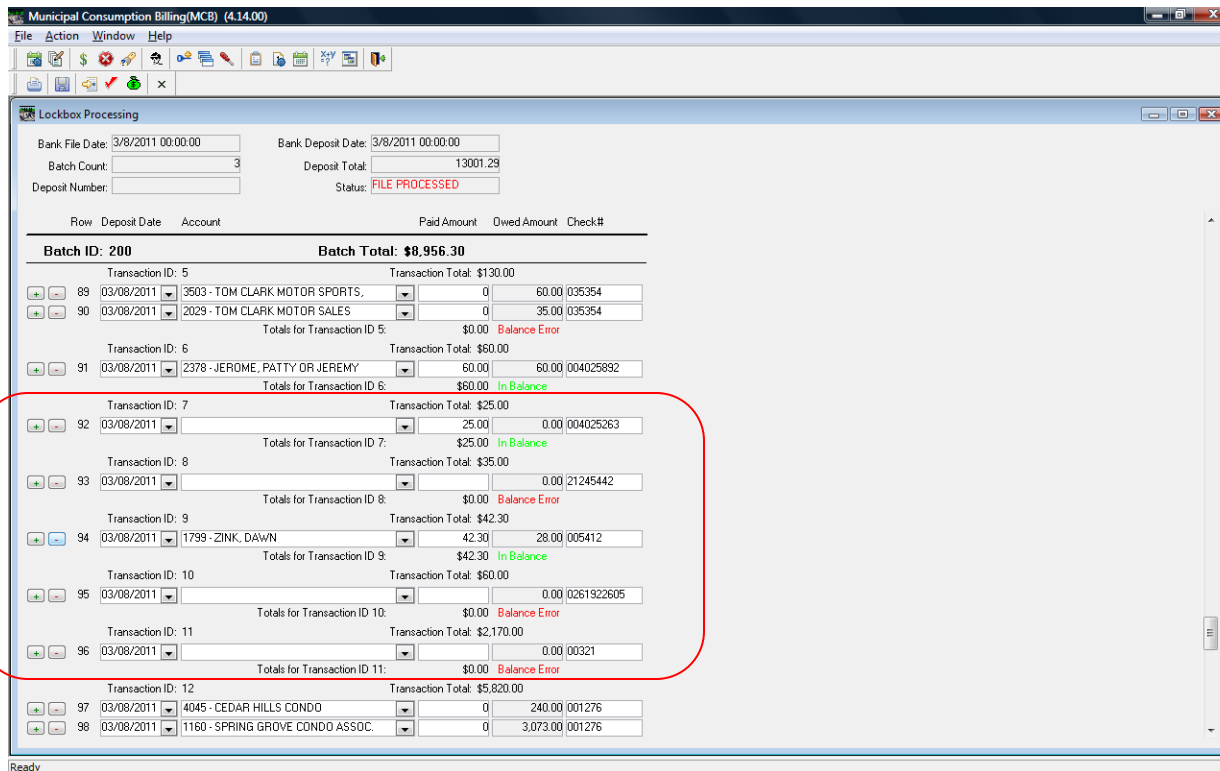
Lockbox Processing


Bank File Date: 3/8/2011 00:00:00 Bank Deposit Date: 3/8/2011 00:00:00
 Batch Count: 3 Deposit Total: 13001.29
 Deposit Number: Status: FILE PROCESSED

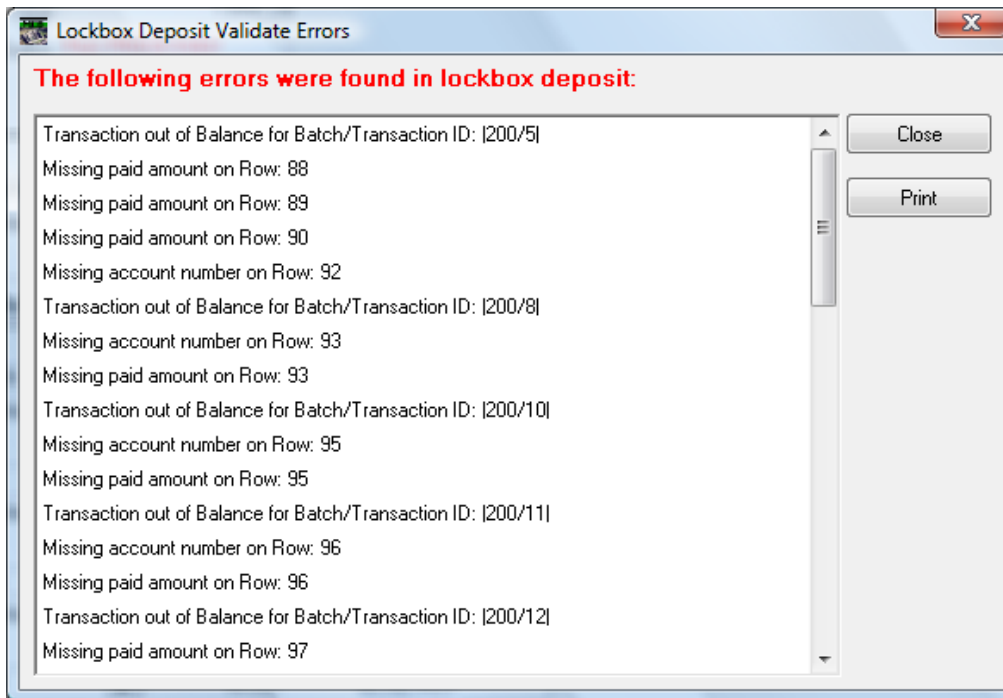
Row	Deposit Date	Account	Paid Amount	Owed Amount	Check#
Transaction ID: 31			Transaction Total: \$35.00		
81	03/08/2011	2615 - DISORA, RENEE	35.00	35.00	3032
Totals for Transaction ID 31:			\$35.00	In Balance	
Totals for Batch ID 2:			\$1,461.53	In Balance	
Batch ID: 200			Batch Total: \$8,956.30		
Transaction ID: 1			Transaction Total: \$60.00		
82	03/08/2011	5219 - VERIZON WIRELESS	60.00	60.00	312467
Totals for Transaction ID 1:			\$60.00	In Balance	
Transaction ID: 2			Transaction Total: \$389.00		
83	03/08/2011	1338 - DOLLAR GENERAL #00958	60.00	60.00	314526
84	03/08/2011	2036 - ROSTRAVER SHOPPING CENTER, D	294.00	105.00	314526
85	03/08/2011	16 - ZANOT, IDA	35.00	35.00	314526
Totals for Transaction ID 2:			\$389.00	In Balance	
Transaction ID: 3			Transaction Total: \$60.00		
86	03/08/2011	3638 - RECHICAR, FRANK	60.00	60.00	2215456801
Totals for Transaction ID 3:			\$60.00	In Balance	
Transaction ID: 4			Transaction Total: \$35.00		
87	03/08/2011	1755 - THOMPSON, DEBORAH	35.00	35.00	0015932015
Totals for Transaction ID 4:			\$35.00	In Balance	
Transaction ID: 5			Transaction Total: \$130.00		
88	03/08/2011	1798 - TOM CLARK MOTOR SPORTS	0	35.00	035354
Batch ID: 200			Batch Total: \$8,956.30		
Transaction ID: 5			Transaction Total: \$130.00		
89	03/08/2011	2503 - TOM CLARK MOTOR SPORTS,	0	60.00	035354
90	03/08/2011	2029 - TOM CLARK MOTOR SALES	0	35.00	035354

Ready

14. To the left of each 200- 399 batch detail records there is a "+" and a "-" button. These buttons allow payment records to be added to a transaction when no detail information is given at all on the file for that payment. There are cases the lockbox file will only contain summary information with no detail, which will look like the following:

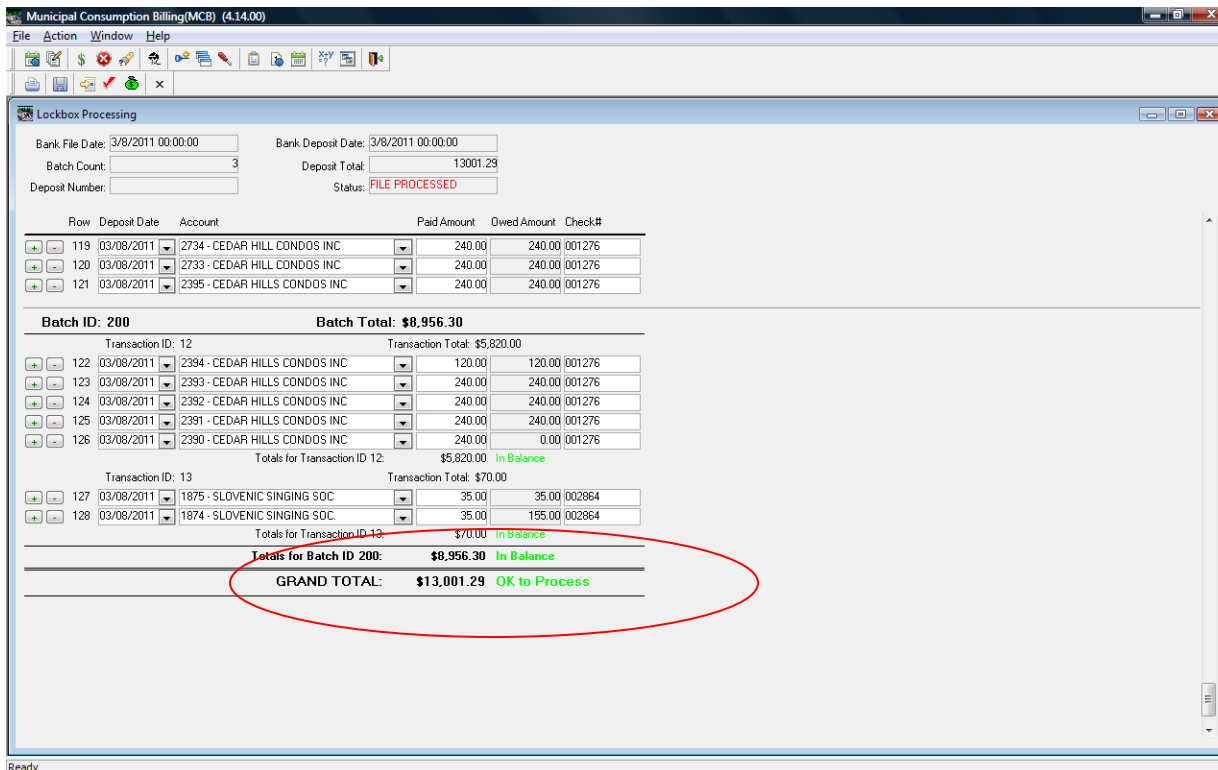


15. As you can see transactions 7,8,10, and 11 are in error with no account or payment information. These will also need researched to adjust the records to match the lockbox deposit. If more than one payment makes up the transaction, then click the "+" button on the record before that you want to add a new record within that transaction to. If an extra record is on the file that isn't a payment and needs to be removed, click the "-" on that record to remove it.
16. If you believe all the errors have been corrected, you can run the validation process to make sure all records have been corrected. Just click in the red checkbox  toolbar item to run validation. If errors exist the following is what you will see:




This listing shows line numbers where errors occurred so they can be fixed. This listing can be printed if it is easier to work the window.

17. Once all the errors have been corrected and all of the transactions are in balance, then the deposit can be created. All transactions should be "In balance" and the bottom of the window should look as follows ("OK To Process");



If the validation is run again, the header status will change as follows:



18. Click on the money back toolbar item  to start the deposit process. Clicking this icon will again run the validation process to be sure no errors exist. You will receive the same error listing if errors exist as in step 16. If no validation errors exist, then lockbox file will be processed for deposit. When this process is complete you should see the following:

Municipal Consumption Billing(MCB) (4.14.00)

File Action Window Help

Lockbox Processing

Bank File Date: 3/8/2011 00:00:00 Bank Deposit Date: 3/8/2011 00:00:00
 Batch Count: 3 Deposit Total: 13001.29
 Deposit Number: 2011149 Status: **CLOSED**

Row	Deposit Date	Account	Paid Amount	Owed Amount	Check#
Batch ID: 1 Batch Total: \$2,583.46					
Transaction ID: 1			Transaction Total: \$120.00		
1	03/08/2011	4891 - DESAI, HOLLY	120.00	120.00	1066
Totals for Transaction ID 1:			\$120.00	In Balance	
Transaction ID: 2			Transaction Total: \$35.00		
2	03/08/2011	1940 - CO-GO'S, CO-GO'S	35.00		
Totals for Transaction ID 2:			\$35.00	In Balance	
Transaction ID: 3			Transaction Total: \$35.00		
3	03/08/2011	312 - BALKO, GEORGE	35.00		
Totals for Transaction ID 3:			\$35.00	In Balance	
Transaction ID: 4			Transaction Total: \$60.00		
4	03/08/2011	4655 - WATKINS, LILLIAN AND PHILIP	60.00		
Totals for Transaction ID 4:			\$60.00	In Balance	
Transaction ID: 5			Transaction Total: \$60.00		
5	03/08/2011	5001 - WASCO, FRANK	60.00	60.00	1165
Totals for Transaction ID 5:			\$60.00	In Balance	
Transaction ID: 6			Transaction Total: \$35.00		
6	03/08/2011	3135 - BORIELLO, CARLO	35.00	35.00	002767
Totals for Transaction ID 6:			\$35.00	In Balance	
Transaction ID: 7			Transaction Total: \$35.00		
7	03/08/2011	1673 - LOFIEGO, NANCY	35.00	35.00	1777
Totals for Transaction ID 7:			\$35.00	In Balance	
Transaction ID: 8			Transaction Total: \$60.00		
8	03/08/2011	3308 - JOHNSON, ROSETTA	60.00	60.00	0590148027
Totals for Transaction ID 8:			\$60.00	In Balance	

Municipal Consumption Billing(M...)

Deposit Complete!

OK

Ready

The message states deposit is complete. The header status was again updated to “Closed” and the field for Deposit Number is populated. At this point the lockbox process is complete for this deposit date. You can go to the standard deposit report to view the details of the deposit created in this process using the number in the deposit number field.